



December 11, 2025

Mr. Richard Polmanteer, Planning Commission Chairperson  
Vienna Charter Township  
3400 West Vienna Road  
Clio, MI 48420

RE: ADDENDUM – Site Plan Review – 5010 West Vienna Road – John Leonard

Dear Mr. Polmanteer:

With regards to the site plan application for a parking lot expansion for the property at 5010 West Vienna Road, we are providing the township an addendum to our initial review. For the Planning Commission's reference, the applicant proposes an addition to the vehicle sales establishment located at 5010 West Vienna Road, consisting of Parcels 18-17-400-038 ("Parcel A") and 18-17-400-035 ("Parcel B"). The applicant is proposing to combine the two subject parcels and construct a parking area primarily on Parcel B, alongside repaving, restriping, and additional parking on Parcel A. Any site plan approval shall be conditioned upon the successful combination of parcels mentioned above.

Following the transmittal of our previous letter, the applicant has provided a revised set of plans to address the comments regarding Section 1305.4 of the Zoning Ordinance, specifically 1305.4.A, which requires the following:

4. Material specifications: Fences shall be constructed of wood, metal, or masonry, and other acceptable materials, excluding plastic weave designs. Only new material shall be used, which has been manufactured and/or treated in a manner to prevent rust and corrosion, and/or rot and decay.
  - A. All fences shall be constructed of a minimum of:
    - (1) Two-inch iron pipe.
    - (2) Two-inch angle iron.
    - (3) Four-inch wooden posts.
    - (4) Four-inch reinforced concrete posts, or any other member having equal stability.  
All posts shall be sunk in the soil to a depth of at least three feet.
    - (5) Fences which are deemed necessary for noise suppression shall be concrete, decorative concrete blocks, or masonry.

ROWE Planners received a revised set of plans, following the review dated December 1, 2025, that identified an existing chain link fence that does not comply with this standard. This letter provides additional comments, with any additional comments highlighted in blue to distinguish from our previous comments.

**SINCE 1962**

*Zoning Compliance*

The following issues or questions related to compliance with the ordinance requirements were identified:

- **Sec. 1305.4 – Fences, Material Specifications** – The existing fence for the internal staff parking area is a five-foot-tall chain-link fence. An ornamental fence is required in accordance with this section. ~~The applicant has indicated in the letter dated November 18, 2025, that they consider this an existing nonconformity that they will leave in place. The Planning Commission may opt to leave this fence in place as the nonconformity is not being expanded. However, should the fence be damaged to the extent set forth in Section 1004, it must be replaced in compliance with these standards.~~ Addressed. The applicant has indicated on Sheet C-3 that the fence will be fully replaced with a six-foot-tall black aluminum ornamental fence, with a total length of 405 lineal feet in the same location as the existing chain link fence. **We note that the applicant has not provided an elevation diagram of the fence to indicate its design features, fencepost dimensions, and spacing, or other features. However, the applicant may provide this to the township for final site plan approval prior to the issuance of permits.**

In addition to the conditions for approval listed in our Site Plan Standards Checklist, dated December 1, 2025, we amend the condition for the fence to state the following:

- Upon submittal of the final site plan, the applicant will provide the township with an elevation diagram indicating the dimensions and design of the replacement fence, subject to approval by the Township Zoning Administrator pursuant to the standards of Section 1305.4.

ROWE Professional Services Company's review is for conformance with the township's submittal requirements and standard practices for the township's use in its determination of whether to approve the plans. The developer and designer shall be responsible for the accuracy and validity of the information presented on the plan. Regulatory and other governmental agencies with jurisdiction may have additional comments or requirements. Further review of the proposed design may be necessary as the applicant addresses the comments noted. The developer and designer remain responsible for the design, construction, and any resulting impacts of the project.

If you have any questions or require additional information, please contact us at [wburkholder@rowepsc.com](mailto:wburkholder@rowepsc.com) or [nbussell@rowepsc.com](mailto:nbussell@rowepsc.com), or 810-341-7500.

Sincerely,  
ROWE Professional Services Company

Noah Bussell, AICP  
Planner II

Wade Burkholder, AICP  
Senior Planner

cc: Vienna Charter Township Planning Commission